



# BALDWIN PARK



Public Works Director



## THE COMMUNITY

Rich in California history and located in the central San Gabriel Valley region of Los Angeles County just 17 miles east of downtown Los Angeles, the City of Baldwin Park was originally part of the cattle grazing land belonging to the San Gabriel Mission. Now home to 78,000+ residents, Baldwin Park is strategically situated at the crossroads of two major freeways with easy access to airports, railroads, ports and public transportation. The City has one of the lowest crime rates per capita in the general Los Angeles region.

Baldwin Park's economic vitality is linked closely with its diversified business base and sought after consumer population. The buying power of the San Gabriel Valley equates to \$9 billion in retail sales annually. Target, Home Depot, Kaiser Permanente, In-N-Out Burgers, Wal-Mart and Waste Management Corporation are just a handful of the major corporations that have an established presence in the community.

Baldwin Park's diverse population enjoys housing choices that are extensive, comfortable and affordable. The City offers an array of housing options including suburban homes on quiet tree-lined streets, new and near-new condominiums and rental properties in a range of styles and sizes. The San Gabriel Mountains provide popular year-round hiking, fishing and camping opportunities for outdoor enthusiasts. Residents also enjoy neighborhood and community parks, along with the City's premier full-service Community Center that offers an aquatics center, physical fitness center, boxing and martial arts facility, as well as childcare.

The City's K-12 public education needs are met by the Baldwin Park Unified School District which currently operates 13 elementary schools, four junior high schools and three high schools. In addition, the City's

award winning Adult School was recognized by the U.S. Department of Education as having an "Outstanding Adult Education and Literacy Program". Numerous higher education institutions, such as the University of Southern California and CSU Los Angeles, are all just a short distance away.

## CITY GOVERNMENT

Baldwin Park is a full-service municipality offering the full-range of city services excluding fire services which are provided by the Los Angeles County Fire Department. The City is supported by a general fund budget of \$22 million and 220 full and approximately 277 part-time employees.

Incorporated in 1956, Baldwin Park is a General Law City governed by a five member City Council. The Mayor is elected at-large every two years and Council Members are elected at-large to four-year, staggered terms. The Mayor Pro tem is selected by his/her peers on an annual, rotating basis. Manuel Lozano is currently serving his fourth term as Mayor. The City Clerk, City Treasurer and City Attorney are also elected positions. In addition to serving as the City Council, members also serve as the City's Community Development Committee, Housing Authority and Public Financing Authority. The City Council appoints the Chief Executive Officer.

CEO, Vijay Singhal, was unanimously appointed by the City Council last summer. Mr. Singhal was recruited to bring about significant change and improvement with respect to city operations and service delivery. To that end, he is assembling a dynamic team of professionals to carry out this exciting agenda. Mr. Singhal can best be described as an empowering results focused leader who is extraordinarily supportive of innovation, new ideas and continuous professional growth. The new





Director of Public Works can look forward to joining an evolving executive team that promises to be collegial, ambitious and action-oriented.

## PUBLIC WORKS DEPARTMENT

Baldwin Parks Public Works Department is organized among four divisions – Engineering, Facilities and Equipment Maintenance, Landscape Maintenance, and Street Maintenance. The Department is supported by 45 staff, an annual operating budget of \$14.9 million and a \$5 million CIP. The Department benefits from a current and well maintained fleet and equipment inventory. Reporting to the Chief Executive Officer, the Director has overall responsibility for the four program areas, coordinating assigned activities with other departments and outside agencies, and to support the City Council's priorities as a key member of the Executive Team.

The new Director will have the rare opportunity of assessing all procedures, systems, processes and the structure of the Department and support for making necessary change where appropriate in the interest of efficiency enhancement and superior service delivery. He/she will also want to quickly assess staff skill and utilization levels, and address strengths and weaknesses to ensure maximum performance and output for the long term.

Public Works will also have an ambitious number of capital projects to manage during the early part of the new Director's tenure.

## IDEAL CANDIDATE PROFILE

### Background, Education & Experience

The ideal candidate will exhibit a high level of technical competence, be driven by a strong desire to succeed and exhibit a healthy appetite for a diverse array of assignments. He/she will enjoy being part of a high performing Executive Team that is dedicated to collective accomplishments consistent with Council priorities. Candidates who do well in the selection process will demonstrate an outstanding ability to manage and develop subordinates. An impressive history of customer appreciation and world class service delivery will also be prerequisites for success in the Director's role.

Six years of increasingly responsible experience in a public works setting, including two years of increasingly responsible management experience; the equivalent of a Bachelor's degree in engineering, public administration or related field; and registration as a civil engineer in the State of California are required

### Leadership Attributes

In addition to the previously mentioned qualifications, the ideal candidate will reveal the following professional characteristics:

- Innovative
- Proactive problem solver
- Promotes high standards
- Reasonable risk taker
- Strategic thinker
- Consistently exercises sound judgment
- Dedicated to superior customer service
- Outstanding communicator
- Enthusiastic leader and manager
- Uncompromising integrity







## COMPENSATION & BENEFITS

A starting salary of \$125,000 can be expected. Salary increases for department heads are based on performance. The City offers a comprehensive executive benefits plan that includes:

- **Retirement:** CalPERS 2.7% at 55; employee pays 5.598% (rate decrease 7/1/06)
- **Car Allowance:** \$300 per month or City vehicle provided
- **Health Insurance:** Allowance of \$1,200 per month to purchase Medical/Dental coverage; City contributes \$32.12 monthly towards Vision insurance plan premium
- **Life Insurance:** \$60,000 term Life & AD&D fully paid by City
- **Work Schedule:** City is on a 4/10 work schedule
- **Deferred Compensation:** Choice of plans, which allows employees to defer up to \$15,000 per year (employee contribution)
- **Leave:** City has a generous leave policy including vacation plus 72 hours of administrative leave, 110 holiday hours, and 96 hours of sick leave time granted annually
- **Miscellaneous:** The City also offers a Computer Purchase Program, Retiree Health-Single Premium, \$75.00/month for use of personal cell phone for City business

## APPLICATION PROCESS & RECRUITMENT SCHEDULE

The closing date for this recruitment is **Friday, April 21, 2006**. To be considered for this opportunity, please submit a cover letter, resume that reflects scope of responsibility and significant accomplishments, salary history, and six professional references. For additional information regarding this opportunity, contact:



Teri Black Brann  
CPS EXECUTIVE SEARCH  
241 Lathrop Way  
Sacramento, CA 95815  
310.377.2612 Los Angeles  
916.263.1401 Sacramento  
916.561.7205 Fax  
E-mail: [resumes@cps.ca.gov](mailto:resumes@cps.ca.gov)  
Website: [www.cps.ca.gov/search](http://www.cps.ca.gov/search)

Following the closing date, candidates with the most relevant qualifications and experience will be granted interviews by the consultants in late April. Those individuals judged to be best suited for the position will be invited to interview with the City. The City Council will participate in final interviews of the very top candidates. An appointment is anticipated in late May upon the completion of thorough reference and background checks.

